



No. 592, Bo Aung Kyaw street, Yangon~Pathain Highway Road, Hlaing Thar Yar Tsp, Yangon.
Tel: (95-1) 645 178~182, 685 199 Fax : (95-1) 645 211

PAYMENT VOUCHER

Payment Voucher No. : **94968**

Date : **7-Feb-2024**

Applicant	Adm. Manager	GM

Purpose	Adv clear	Remarks Adv clear for sales and marketing Dept; TA charges go to meiktila stand by meiktila, supporting branch for Jan'24), PIC-San Naing lin, TL adv- 300,000/-, TL exp-395,000/-, Add pay- 95,000/-, No - 94833
Pay to	Zin Zin 00	
Amount	95,000/-	
Mode of Payment	Cash	
For Account Use		

Received the sum of being payment of the above

Date : **7.2.24**

Name/NRC No. : **Zin Zin**

Signature : *[Signature]*



CASH ADVANCE CLEAR FORM

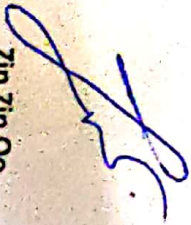
07/02/2024

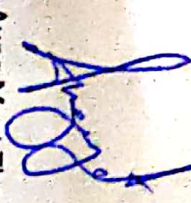
: Renewable Energy BU

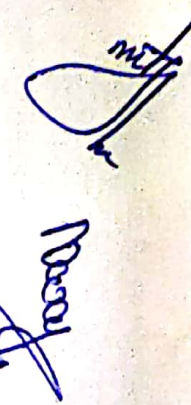
: Sales & Marketing

Advance Issue : 300,000 Kyats / USD

No	Issue Time	Date	Payment Voucher No	Amount		Descriptions
				USD	Kyats	
1	1 st Time Advance	10.01.2024	PV-94833		300,000	Advance request for TA charges go to Meikhtila.(Stand by Meikhtila supporting branch for Jan'24) PIC-San Naing Lin.
2	2 nd Time Advance					
3	3 rd Time Advance					
				Total Advance		300,000
				Total Actual		395,000
				Balance Refund/Additional		(95,000)


Request By 
 Zin Zin Oo
 Requester

Checked By 
 Aung Myat Thu
 Mgr/DH

Checked By 
 Nway Nway
 Finance & Account

Approved By 
 Phyo Thu
 GM/AGM/COO

Approved By


 Myeik
 7/12/23

CMC

04-CFD-CAS-FRM-002-03



TRAVEL ADVANCE CLEAR FORM

Cash Advance			
Employee Name	San Naing Lin	Estimated Date of Travel	1.1.24 ~ 15.1.24
Position Rank	ASM	Total Day	15 days
BU/RR/Div, Dept	RE BU	Destination	Taunggyi
Purpose	Branch visit		
Travelling Permit			
Arrival Place	TGY BR		
Actual Date & Time of Travel	1.1.24 ~ 15.1.24		
Total Day	15 days		
HR Name	May Thin Chel		
HR Sign			
BOH/Authorized Person Name	Thet Nwe		
BOH/Authorized Person			
Advance Clear			
Actual Date & Time of Travel	1.1.24 ~ 15.1.24	Total Day	15 days
Departure Date & Time		Arrival Date & Time	
Date	Description	Total Amount	
		Kyats	USD
1.1.24 ~ 15.1.24	TA charges for (7000 x 1 person x 15 days)	105,000/-	✓
1.1.24	Meiktila to Taunggyi (car ticket)	25,000/-	✓
1.1.24 ~ 15.1.24	Cycle fuel charges (E/1592)	17,000/-	✓
15.1.24	Hotel charges	7,000/-	✓
	Total Expense (Kyats/USD)	154,000/-	
	Cash Advance (Kyats/USD)		
	Balance Refund/Additional (Kyats/USD)		
Job Report Status			
Authorization	Name	Position	Date
Prepared By	Zin Zin	Admin	7.2.24
Approved By Dept Head	Aung Myat Thu	DH.	7.2.24
Approved By GM/AGM/COO	Phyo Thu	AGM	7.2.24
Acknowledged by related Superior for Job Report			
HR Check & Approved	Ngein Ei Ei Khaing	HR.	7.2.24
Cash Received			
Remark			

04-CFD-CAS-FRM-006-02

ရွှေတံခါး

စက်တင်ဘာ ၁၅ ရက်နေ့ ရွှေတံခါး (၂)
ရောင်းချရေး

Ph : 081-45376 , 09-8350428

Octane(92)

VtNo: C2-44

Date: 05-Jan-2024 11:03.3

Pump: 03

ပမာဏ နံပါတ်

Gal Liter Price

Total

0.588 2.672 2620

7000 ✓

ပမာဏ ပမာဏ နံပါတ်

ရွှေတံခါး ရောင်းချရေး

၂၅၄၂
ကော်ပီ
ဆိုင်ရီ
ဆိုင်ရီ

ရွှေတံခါး

ကော်ပီဆိုင်ရီဆိုင်ရီဆိုင်ရီ (၂)
ကော်ပီဆိုင်ရီ

Ph : 081-45376 , 09-8350428

Octane(92)

VI No. C2-20

Date: 09-Jan-2024 10:15:11

Pump. 03

လက်

ဆိုင်ရီ

Gal Liter Price

Total

0.840 3.817 2620

10000

လက်ဆိုင်ရီဆိုင်ရီ

ကော်ပီဆိုင်ရီဆိုင်ရီဆိုင်ရီ



92
Town Ship
P. Vin

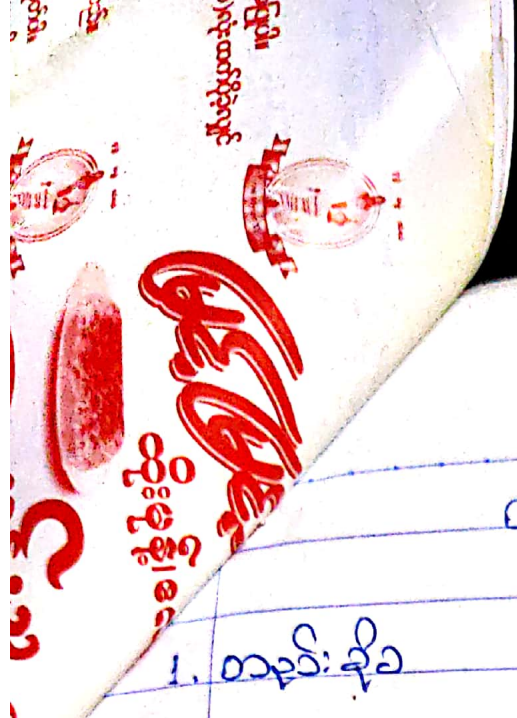
တနင်္သာရေ အစဉ်ပြင်ခရီးသည်ပို့ဆောင်ရေး

ပုသိမ် -> နေပြည်တော် -> ပုသိမ် -> မြင်းခြံ -> တောင်ကြီး -> ဝဲလောင်း -> ပုဗ္ဗသိမ် -> ကျောက်ပန်းတောင်း 011561

ကျွန်ုပ်တို့ကားကွင်း၊ (၃)ထပ်ဆောင်အောက်ထပ်၊ အခန်းအမှတ် (၁-၃၅)။ Ph : 09-444302001, 09-782700081, 09-782700091
နေပြည်တော်-ဘောဂသီရိကားကွင်း၊ အခန်းအမှတ်(က-၁၅)၊ ညောင်ဦးမန်း ကားကွင်း။ Ph 09-444302002, 09-782700082
နေပြည်တော်- ဗြိမ္မဇေယျ၊ ညောင်ဦးမန်းကားကွင်း။ Ph : 09-782700092
ရန်-မြည်-မန်း လမ်း၊ ကမ္ဘောဇဘက်မြောက်ဘက်၊ အိမ်အမှတ် ၁/၁၉၃ ခံမြရပ်ကွက်။ Ph : 9-444302003, 09-782700083, 09-782700093
ပုဗ္ဗသိမ် - ပုဗ္ဗသိမ်မြို့ပတ်လမ်း၊ ပုဗ္ဗသိမ်မြောက်ရပ်၊ ဦးမြင့်ဆွေအိမ်။ Ph : 09-444302004 , 09-782700084
ဝဲလောင်း၊ Ph : 09-444302005, 09-782700085
တောင်သာဇေယျအရှေ့အိမ်၊ ခံမြ ထမင်းဆိုင်။ ph : 09-444302006, 09-782700086, 09-782700096

အမည် (Name of Passenger)	- ဆန်းမြင့်လင်း
ခုံအမှတ် (Seat No)	- 10
ထွက်ခွာအချိန် (Time of departure)	- 11:00AM
ထွက်ခွာရက် (Date of departure)	- 1. 1. 2023
သင့်ငွေ (fare)	- 25000 Ks ✓

တနင်္သာရေ အစဉ်ပြင်ခရီးသည်ပို့ဆောင်ရေး
Ph : 09-263839487, 09-



Date 1.5.1.24.....

ထွက်သက်စာရင်းစာရင်းစာရင်း

1. တရားရုံး

7000 ✓

Handwritten signature

ထွက်သက်စာရင်းစာရင်းစာရင်း
စာရင်းစာရင်းစာရင်းစာရင်း
Ph : 09-263839487, 09-450051954

31.1.

1000

T
Kyat

1300

750

300

41



TRAVEL ADVANCE CLEAR FORM

Cash Advance				
Employee Name	San Naing Lin	Estimated Date of Travel	16.1.24 ~ 31.1.24	
Position Rank	ASM.	Total Day	16 days	
BU/BR/DIV. Dept	RE RCL	Destination	Tachileik	
Purpose	Branch visit			
Travelling Permit				
Arrival Place	Tachileik			
Actual Date & Time of Travel	16.1.24 ~ 31.1.24			
Total Day	16 days			
HR Name	Khin Aye Linn			
HR Sign	<i>[Signature]</i>			
BOH/Authorized Person Name	May Win Aung			
BOH/Authorized Person	<i>[Signature]</i>			
Advance Clear				
Actual Date & Time of Travel	16.1.24 ~ 31.1.24	Total Day	16 days	
Departure Date & Time		Arrival Date & Time		
Date	Description	Total Amount		
		Kyats	USD	
16.1.24 ~ 31.1.24	TA charges for 1 person x 16 days	130,000/-		✓
16.1.24	Car ticket to Tachileik	75,000/-		✓
16.1.24 ~ 31.1.24	Cycle fuel charges	30,000/-		
Total Expense (Kyats/USD)		235,000/-		
Cash Advance (Kyats/USD)				
Balance Refund/Additional (Kyats/USD)				
Job Report Status				
Authorization	Name	Position	Date	Sign
Prepared By	Zin Zin.	Admin.	7.02.24	<i>[Signature]</i>
Approved By Dept Head	Aung Myat Thu	DH	7.02.24	<i>[Signature]</i>
Approved By GM/AGM/COO	Phyo Thu	AGM	7.02.24	<i>[Signature]</i>
Acknowledged by related Superior for Job Report				
HR Check & Approved	Ngern Ei Ei Khin	HR.	7.02.24	<i>[Signature]</i>
Cash Received				
Remark				

ပြည်နေ့ခင်း

အဆင့်မြင့်ခရီးသည်ခွဲဆောင်ရေး

Ben

ရန်ကင်း - နေပြည်တော် - ဝေကွေး - မြင်းခြံ - ပြည် - ကျိုင်းတုံ - တာချီလိတ် - နဂုံစန် - မိုင်းတုံ - မိုင်းဆတ် - ငြိတော် - ဝုသိမ် - ဝုသယ်

Passenger ဝန်ထမ်း	Departure Time ထွက်ခွာချိန် ၇:၀၀	Fare သင့်ငွေ ၇၅၀၀၀
Pass No. အမှတ်	Date Of Departure ထွက်မည့်နေ့ ၇၆-၇-၂၄	Check in Time အရောက်လာရန်အချိန် ၆:၃၀



- တာချီလိတ် 081-2125507, 202152, 2125579, 09-428321362, 09-255504003
- မောဘာသာ 081-208346, 09-788812009, 09-676131488
- မန္တလေး 09-444028105, 09-777760113, 09-969805461
- ရန်ကင်း 09-444028106, 09-777760117
- နေပြည်တော် (ခေဘဝ) 067-26353, 09-448537190, 09-43169439
- (ဗြဟ္မစု) 067-422421, 09-969805462
- မကွေး 09-676767232, 09-777760114
- မြင်းခြံ 09-402701003, 09-777760116
- တိုင်းတုံ 09-666653344, 09-969805463
- မိုင်းဆတ် 09-2504276441
- မိုင်းတုံ 09-440434302, 09-36099692

03800 ကာကြီး

- တာချီလိတ် 09-49242823, 09-424199540
- ပြည်မြို့ 09-777760115, 09-440100055
- ပုသိမ် 09-765911556, 09-765911557, 09-765911558
- ငြိတော် 09-775991348, 09-793909125
- ပုဆယ် 09-789598588, 09-400606832
- နဂုံစန် 09-774100057, 09-440100057
- လွိုင်ကော် 083-240070, 09-49402066

တာဝန်ခံလက်မှတ် -----



KBZMS
General Insurance

အထူးခရီးသွားအာမခံပါရှိပြီး

TRAVELLING REPORT

Date :

Report To	Ko Phyo Thu Aung Myat Thu	
Employee Name	San Maing Lin	
Position	ASM	
Department	Unit Side	
Business	RE BU	
Departure & Arrival	Departure Date And Time	Arrival Date And Time
Total Days		
Trip Information	1. From Meiktila Branch To Taunggyi Branch	
	2. From Taunggyi Branch To Tar Chi Leikha Branch	
	3. From To	
Purpose For Travelling		
Travel Date	Activities	Remark
1. 1. 2024 to 15. 1. 2024	Meiktila Branch to Taunggyi Branch To Meet Customer Ko Mgo Mia and Ko Ye Yint Aung, Saw Phaw Phaw Lwin	
16. 1. 2024 to 31. 1. 2024	Taunggyi Branch to Tarchileikha Branch To meet Customer U Sai, Mya Tha Har Hospital Taw wan tham fuel station and Ticha Family	

Reported by
 Sign : *[Signature]*
 Name : San Maing Lin
 Position : ASM

Checked by
 Sign : *[Signature]*
 Name : Aung Myat Thu
 Position : 2. 10.

(DH/AGM/GM)

Approved by
 Sign : *[Signature]*
 Name : *[Signature]*
 Position :
 (COO)

05-CHL-HRM-FRM-064-01

Company Name/Customer	Township	Job Site Location	Purpose	Visit / PH Call	Visit Note
U Khun Moe Myint	Taunggyi township	Taunggyi township	Introduction	Visit	introduction
U Khun Moe Myint	Taunggyi township	Taunggyi township, Phayarphyu Quarter	Introduction	Visit	introduction
U Khun Moe Myint	Taunggyi township	Taunggyi township, Phayarphyu Quarter	Introduction	Visit	introduction
U Khun Moe Myint	Taunggyi township	Taunggyi township, Phayarphyu Quarter	Introduction	Visit	introduction
Ko Nyein Kyaw Swar	Shwe Nyaung Township	Taunggyi township, Phayarphyu Quarter	Introduction	Visit	introduction
Ma Theint Thiri Aye	Taunggyi	Shwe Nyaung Township, Main road street	Introduction	Visit	introduction
U Khun Moe Myint	Taunggyi township	Taunggyi township, West Road street	Contract / Delivery	Visit	introduction
U Khun Moe Myint	Taunggyi township	Taunggyi township, Phayarphyu Quarter	Introduction	Visit	36kw for battery and inverter delivery
U Khun Moe Myint	Taunggyi township	Taunggyi township, Phayarphyu Quarter	Introduction	Visit	introduction
U Khun Moe Myint	Taunggyi township	Taunggyi township, Phayarphyu Quarter	Introduction	Visit	introduction
U Khun Moe Myint	Taunggyi township	Taunggyi township, Phayarphyu Quarter	Introduction	Visit	introduction
U Khun Moe Myint	Taunggyi township	Taunggyi township, Phayarphyu Quarter	Introduction	Visit	introduction
U Maung Maung	Shwe Nyaung Township	Taunggyi township, Phayarphyu Quarter	Introduction	Visit	introduction
Ko Nyein Kyaw Swar	Shwe Nyaung Township	Shwe Nyaung Township, Taung Ni Village	Introduction	Visit	introduction
Sayer Pyae	shwe nyaung township	Shwe Nyaung Township, Main road street	Relation	Call	relations
U Htun Thiha	Aungbam township	shwe nyaung township, taung Ni village	Broker Visit	Visit	introduction
U Myo Min (Lin Latt shop)	Aungbam township	Aungbam township, Pindaya Street	Introduction	Visit	introduction
Win Shwe Zin co.ltd	Aungbam township, Pindaya Stre	Aungbam township, Pindaya Street	Introduction	Visit	introduction
U Aung Thant Zin (ပန်းလွင် ဆေးရုံ)	Taunggyi township	Aungbam township, Pindaya Street	Prospect Follow Up	Visit	Prospect follow up
U Than Naing Aye	Inlay township	Taunggyi township, Hopon street	Introduction	Visit	instructions
Ko Nyein Kyaw Swar	Shwe Nyaung Township	Inlay township, Ngwr Dama Village	Introduction	Visit	introduction
U Arker Moe Zaw (ခိုင်မေတ္တာဆေးရုံ)	Taunggyi township	Shwe Nyaung Township, Main road street	Relation	Visit	relations
U Arker Moe Zaw (ခိုင်မေတ္တာဆေးရုံ)	Taunggyi township	Taunggyi township, Hopon street	Introduction	Visit	introduction
Ko Nyein Kyaw Swar	Shwe Nyaung Township	Taunggyi township, Hopon street	Prospect Follow Up	Visit	Prospect follow up
U Sai (Installer)	Taunggyi township	Shwe Nyaung Township, Main road street	Prospect Follow Up	Visit	Prospect follow up
U Aung Kyaw Mon	Tachileik township	Taunggyi township, Shan Queen Quarter	Introduction	Visit	introduction
U Sai Bon Saw (Su Pyae Sone Hospital)	Tachileik Township	Taunggyi township, Phayarphyu Quarter	Introduction	Visit	introduction
U Tay Zar Aung	Tachileik Township	Tachileik township, Parset Quarter	Introduction	Visit	introduction
Ko Sai	Mong Lar Rd, Keng Tong	Tachileik township, San Sai 2 Quarter	Introduction	Visit	12kw inquiry
Naung Woo Ngin	Mong Lar Rd, Keng Tong	Tachileik Township, San Sai 2 Quarter	Introduction	Visit	introduction
GMM Bar	Mong Lar Rd, Keng Tong	Mong Lar Rd, Keng Tong Township	Introduction	Visit	introduction
	Mong Lar Rd, Keng Tong	Mong Lar Rd, Keng Tong	Introduction	Visit	introduction

SalesMan Daily Report

Salesman	Report Date	Division	Company Name / Customer	Township	Job Site Location	Purpose	Visit / M. Call	Visit Note
San Naing Lin	24-01-2024	Shan	U Sai Bon Saw (Su Pyae Sone Hospital)	Tachileik Township	Tachileik township, San Sai 2Quarter	Prospect Follow Up	Visit	prospect follow up and meet manager
San Naing Lin	24-01-2024	Shan	Ko Zaw	Tachileik	Tachileik Township and Main road	Prospect Follow Up	Visit	Prospect follow up
San Naing Lin	24-01-2024	Shan	AT Electronics	Keng tone township	Keng Tone township and Myo Ma City	Introduction	Visit	introduction
San Naing Lin	26-01-2024	Shan	V9 KTV	Tachileik	Tachileik Township and Mong Go Village	Relation	Visit	Customer takacare
San Naing Lin	26-01-2024	Shan	U Sai Bon Saw (Su Pyae Sone Hospital)	Tachileik Township	Tachileik township, San Sai 2Quarter	Prospect Follow Up	Visit	Prospect customer follow up
San Naing Lin	26-01-2024	Shan	Ko Zaw	Tachileik	Tachileik Township and Main road	Relation	Visit	Relation
San Naing Lin	26-01-2024	Shan	Ko Zaw	Tachileik	Tachileik Township and Main road	Introduction	Visit	introduction
San Naing Lin	29-01-2024	Shan	Daw Moe Hotel	Tachileik Township	Tachileik Township, Pone Lot Quarter	Introduction	Visit	introduction
San Naing Lin	29-01-2024	Shan	U Kyaw Zaya	Tachileik township	Tachileik township, San Sai 2 Quarter	Introduction	Visit	introduction
San Naing Lin	29-01-2024	Shan	U Sai Bon Saw (Su Pyae Sone Hospital)	Tachileik Township	Tachileik township, San Sai 2Quarter	Prospect Follow Up	Visit	Prospect follow up
San Naing Lin	29-01-2024	Shan	U Sai Bon Saw (Su Pyae Sone Hospital)	Tachileik Township	Tachileik township, San Sai 2Quarter	Prospect Follow Up	Visit	Prospect follow up
San Naing Lin	30-01-2024	Shan	Daw Moe Hotel	Tachileik Township	Tachileik Township, Pone Lot Quarter	Prospect Follow Up	Visit	Prospect follow up
San Naing Lin	30-01-2024	Shan	Daw Moe Hotel	Tachileik Township	Tachileik township, Pone Lot Quarter	Prospect Follow Up	Call	Viber Quotation give to customer
San Naing Lin	30-01-2024	Shan	U Sai Bon Saw (Su Pyae Sone Hospital)	Tachileik Township	Tachileik township, San Sai 2Quarter	Prospect Follow Up	Call	Relation
San Naing Lin	30-01-2024	Shan	U Aike Kham	Tachileik township	Tachileik township and San Sai 2 Quarter	Relation	Call	Relation
San Naing Lin	30-01-2024	Shan	U Aike Kham	Tachileik township	Tachileik township and San Sai 2 Quarter	Relation	Call	Relation
San Naing Lin	31-01-2024	Shan	U Sai	Tar chi leikh township	Tar chi leikh township and Zone	Quotation & Negotiate	Visit	Prospect
San Naing Lin	31-01-2024	Shan	U Sai	Tar chi leikh township	Tar chi leikh township and Zone	Quotation & Negotiate	Visit	Prospect
San Naing Lin	31-01-2024	Shan	U Sai Kyak ၆၀၅၅၀-၆၀၅	Tar chi leikh township	Tar chi leikh township and Wan Kaung Quarter	Introduction	Visit	introduction
San Naing Lin	31-01-2024	Shan	U Sai Kyak ၆၀၅၅၀-၆၀၅	Tar chi leikh township	Tar chi leikh township and Wan Kaung Quarter	Introduction	Visit	introduction
San Naing Lin	31-01-2024	Shan	U Hla HTUN	Tar chi leikh township	Tar Chi leikh township and Wan Kaung Quarter	Introduction	Visit	introduction